

# STAFF MOBILITY OFFICE

## Introduction

- The UPC created the Academic Staff Mobility Office in April 2003.
- The main aim was to facilitate transfer of researchers to and from the University.
- The reasons to create such an office:
  - An Institutional concern for supporting and improving the research activity at the UPC
  - The conviction that mobility plays a key role in research training and in the development of the knowledge society
  - The fear that the tedious and frustrating legal and administrative procedures could dissuade researchers from inviting their colleagues or could dissuade researchers from moving to our university.

## Mission

Contribute to the internationalization of the UPC by:

- A. Promoting and facilitating the international mobility of the staff of our university and
- B. Promoting and facilitating the international mobility of foreign researchers and administrative staff to our university

## Main Objectives

- To promote the mobility of foreign academic staff, by facilitating the integration of the visiting staff and their families into the University and the city.
- To foster the mobility of the UPC's research staff by providing advice and support to encourage them to undertake research visits to other countries.
- To promote mobility by advertising and managing public and private mobility calls.

## A. Academic Mobility (Adm. & Legal Issues)

- **Services provided to incoming academics:**
- An electronical pack welcoming him/her and containing information about the legal procedures to be follow before arriving in Spain and about our institution.
- We take all the necessary steps so that the researcher can get the work permit.
- We apply for residence permits to their families.
- We offer a welcome session
- We help visitors to deal with procedures and contacts outside UPC to ease their move to the city (accommodation, registration at the town hall, schools, health care, etc...)
- Information about taxes, health insurance..
- We accompany and help them to follow formalities they have to carried out once in Barcelona.
- Information about language courses, cultural activities, etc..

## A. Academic Mobility (Adm. & Legal Issues)

- **Services provided to foreign researchers in Barcelona**
  - Renew their permits to live and work in Spain
  - Modify their situation (from students to researchers)
  - To get working permits for students
  - Fix their illegal situation

## A. Academic Mobility (Adm. & Legal Issues)

- **Services provided to the outgoing UPC's academics:**
  - Current information about the different kind of public and private calls for mobility programs
  - To help our academic staff to take all the necessary steps to obtain the grants offered in the mobility programs
  - To inform them about all the legal procedures and formalities they have to carry out to enter the host country
  - To contact the hosting University, especially the housing service.
  - etc..

## Assesment

- Each individual presents a unique case that requires personal treatment.
- This fact has helped us to adapt the services to the needs of the incoming researchers
- Services requested by visiting researchers: most of them request all the services we offer.
- The contacts we have made with the Institutions involved and the careful monitoring of each case have allowed us to reduce the average time required to obtain a visa from 6-8 months to 2-3 months.
- We have improved the relations with all the Public Institutions involved



## Some Numbers

- **Incoming Researchers:**

2004/05:	80
2005/06:	105
2006/07:	120
2007/08:	131
2008/09:	269
2009/10:	340
2010/11:	360

- **Outgoing Researchers:**

2004/05:	6
2005/06:	10
2006/07:	11
2007/08:	10
2008/09:	12
2009/10:	15
2010/11:	24



## We collaborate with

The Catalan Research: <http://www.themobilitynode.cat>

Euraxess Network: <http://ec.europa.eu/euraxess>

## The importance of setting up an office of this kind

- To encourage our researchers to invite colleagues
- To avoid that this administrative and legal procedures dissuade foreign researchers to come to our university
- To provide information on funding.
- To provide proper information on how to pay taxes
- To establish contacts with the Government and Institutions involve in this procedures
- To improve information mechanism among all the parties involved
- To gather data in order to draw statistics
- To create a propitious climate for mobility at our University
- To support and promote the researching activity